

Oneida County Buildings & Grounds Committee Meeting
September 6, 2016
Minutes

Committee Members present: Billy Fried, Bob Metropulos, Lance Krolczyk, and Scott Holewinski.

Department Staff: LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

Others Present: Dan Gleason (LRES), Lynn Feldman (UW-Extension), Kevin Boneske (Star Journal), Daleth Mountjoy (Northwoods River News).

Call to order

Chairman Fried called the meeting to order at 9:30 a.m. and noted the meeting was properly posted. However, the amended agenda was did not include a return to open session and Fried requested approval to move around the agenda as he saw fit so that the closed session could be moved to the very end.

Approve agenda

Motion to approve the agenda with ability to move around the agenda by Krolczyk, second by Holewinski. All ayes; motion passed. Metropulos not present.

Approve minutes from August 1, 2016 committee meeting

Approval of the minutes from the August 15, 2016 tabled until the next meeting.

Bob Metropulos joined the meeting at 9:33 a.m.

Bills, vouchers, blanket purchase orders, line item transfers

Motion to approve the bills, vouchers, blanket purchase orders, and line item transfers as presented by Fried, second by Holewinski. Discussion revealed a typo in the bills that would need to be corrected before approval. All nays; motion failed.

Updates and possible action on Buildings & Grounds projects/activities

a. UW leased space/workplace environment

Lynn Feldman updated the committee on the current working arrangements after the oversight committee decided to look for an alternate location to house the UW-Extension until a permanent location is found. Fried stated it was this committee's responsibility to maintain whatever work space is had and noted this committee did not have the authority to tell Feldman what is feasible or not noting Admin oversees the budget and LRES had been handling the contract. Fried continued that although there is the possibility to house some employees in other county owned facilities he would like to wait to see if something permanent is found. Feldman stated the department would be open to using existing facilities on a permanent basis provided there was adequate space. Holewinski stated if conditions are unsafe for the UW then they should fix the source of the problem. Brunette stated the state was going to look into engineering an air-treatment system but that never happened. Feldman confirmed Daniel Karamanski was to look at an engineering firm that could address the source and cost to fix, however, before the August meeting he had not found a firm that could guaranty they could locate all sources or provide an estimate so the oversight committee decided not to wait any longer. Feldman reported that as long as everyone is alright with the current working

arrangement they are functioning and would be fine until a permanent location is found. Feldman added she felt as though everyone had been accommodating and the committees were addressing the issue.

b. Replacement of high-speed garage door at law enforcement center

Brunette reported the garage door will arrive in Wisconsin this week and plan on it being installed and operable by the end of the month. The committee discussed how they might respond to similar issues more quickly in the future.

c. Law Enforcement Center retro-commissioning

Brunette reported they were receiving materials on site and on Tuesday of the previous week, ALC was on site pulling wires and doing work adding they are fairly on track with an anticipated completion sometime in November. The RFP for the small condensing boiler had gone to Corporation Counsel for review and will then go out for bids once approved.

d. Jail shower re-coating project

Brunette reported she had been working with the Jail Captain and Jail Lieutenant to develop a draft RFP for the project and was turned over to Corporation Counsel for legal wording. Once complete it will go out for bid and a plan had been developed to bunk prisoners while work is completed.

e. IT WiFi project

Brunette reported originally bid to have a vendor pull wire because they are down 2 people yet, but put forth a plan to have staff pull the wire on overtime from the project funds at a significant savings.

Capital Improvement Projects

Brunette reported there were a few changes she wanted to make the committee aware of to the items 2017 CIP discussed at the last meeting. The last time they looked at the elevator the cost was \$68,000 noting it would be better to be done as a planned replacement since there is no backup elevator. Huber stated if it is red flagged they will need to shut down the elevator. Brunette stated if planned the replacement would shut the elevator down for a month versus 3 to 4 months if red flagged. Huber stated the elevator is safe; the issue was ground contamination in the event of a leak. Fried asked that other vendors and options be explored. Brunette stated they have a portable stair chair to bring people down in the event the elevator was unexpectedly shut down. The committee discussed possible options for ADA accessibility while the elevator was down. Fried ask that Brunette have a discussion with the courts regarding challenges if down for a month.

Huber reported if the lighting was changed countywide they would get paybacks within 2 years with significant savings thereafter noting he was getting bids from both third party vendors and with staff adding the project might be larger than staff can handle. Brunette stated the cost given to the committee was only for the bulbs not for the overtime cost for staff.

Option of Transit Commission use of River Street Storage

Brunette reported she had been contacted by Dianne Jacobson regarding renting the garage space to the Transit Commission that is currently being used to store the buses that will be taken over by the Transit Commission. Brunette added Ken Kortenhof indicated if the area for the bussed could be secured from the other, which can be done, he wouldn't have a problem with it. The committee discussed other uses for the storage, how the building would be secured, the amount of revenue that would be needed to pay for the security upgrades, and the timeframe for the transfer of the buses to the Transit Commission.

2017 Buildings & Grounds budget (due to Finance Department September 16, 2016)

Brunette reported the changes to the 2017 budget:

- Water & Sewer was increased by \$1,135 reflecting the increase in rates.
 - Gas account lowered by \$4,000.
 - Machinery and Equipment Repair increased by \$2,000.
 - Capital outlay for the County Clerk was \$15,000 and came from the General Fund and are not requesting again for 2017.
 - Capital outlay for Planning & Zoning and the Department on Aging is being eliminated for the 2017 budget.
 - Software Maintenance is the 5 year maintenance plan required to keep the video surveillance system starting at \$13,680 then reduces for subsequent years. Huber explained the higher first year costs are due to the approximate \$7,000 in licensing cost. Brunette explained the plan is necessary to be certain the software is kept up to date.
 - Projects that were General Fund will be completed and have no impact on the levy.
 - Refuse Collection will increase by \$1,000; Brunette reported they are in the process of negotiating the contract but anticipate the increase.
- a. **Projected expenses related to housing out-of-county inmates to be offset by revenue**
Brunette reported for 2017 the Water & Sewer \$22,000 increase was directly due to increase in jail population. Brunette added the projected savings from the Grumman/Butkus will be affected she wanted to identify those areas where they know there will be increased expenses and the decrease to levy of \$23,680 but an increase to the revenue to offset the additional money for the inmates, an approximate increase of \$10,000 to the Building Maintenance water treatment, garbage collection increased \$2,300, and household and janitorial increased \$17,500 coming from the revenue with no impact to the levy resulting in a reduction to the budget of \$18,765 not including the CIP.
- b. **Furniture and Equipment requests**
- The Health Department request for a copier for \$6,000.
 - The request for jury room chairs.
 - Forestry's request for a new workstation for \$3,000 but will come out if new position is not approved.
- c. **Elevator inventory**
- d. **Carpet inventory**
- e. **BG equipment replacement schedule**

Non-budgeted item requests

None

Public comment

None

Items for next agenda

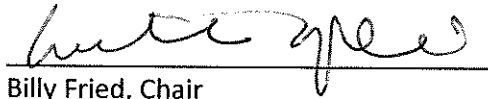
- Dianne Jacobson/Department on Aging
- Current agenda items not addressed
- Adjournment from Closed Session

Future meeting date


Monday, September 12, 2016 at 3:30 p.m.
Monday, October 3, 2016 at 9:30 a.m.

Closed session – It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant to Section 19.85 (1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (topic: Vacancy - Maintenance Technician LEC) and Section 19.85(1)(d), “considering strategy for crime detection or prevention” (topic: courthouse security and proposed renovation projects for the offices of Treasurer and Clerk of Court; storage facility)

Motion to enter into closed session at 11:20 a.m. by Holewinski, second by Metropulos. Roll call vote, all present voting in the affirmative; motion passed.



Billy Fried, Chair



Dan Gleason, Recording Secretary